# Public Library Reporting Schedule

| Required Reporting – ALL | WVLC Due Date Submit to: |
|---|---|
| **Continuing Education** <br> Must submit library staff listing <br> Requirements:  Director – Eight (8) hours minimum <br> Full time support staff – Three (3) hours minimum <br> *All CE must be approved in advance by the Library Commission* | **July 15** <br> **Attn: Library Development** <br> **Mail to: robert.l.gibson@wv.gov** |
| **Annual Report** <br> BIBLIOSTAT entry covering previous fiscal year ending June 30 <br> **Contact: susan.p.hoskins@wv.gov** | **August 15** <br> **ONLINE SUBMISSION** |
| **Policies** <br> Board adopted policies covering library operations, collection development, personnel and technology <br> *(Board adopted revisions must be submitted as approved)* | **December 31** <br> Per schedule devised by WVLC <br> **Attn: Library Development** <br> **Mail to: susan.p.hoskins@wv.gov** |
| **Development Plan** <br> Plan must cover three (3) to five (5) years beginning July 1 through June 30 | **December 31** <br> Per schedule devised by WVLC <br> **Attn: Library Development** <br> **Mail to: susan.p.hoskins@wv.gov** |
| **E- Rate Technology Plan** <br> Plan must cover three (3) funding years beginning July 1 through June 30 <br> (Only required by libraries on statewide library network supported by WVLC) | **April 1** <br> **Attn: Administrative Services** <br> **Mail to: stan.b.howell@wv.gov** |
| **E-Rate Universal Service Form 479** <br> Covers upcoming funding year beginning July 1 through June 30 <br> (Only required by libraries on statewide library network supported by WVLC) | **May 15** <br> **Attn: Administrative Services** <br> **Mail to: stan.b.howell@wv.gov** |
| **Annual Grants-In-Aid Application** <br> **Service Plan Program Expenditure Form** <br> **Library Budget** | **June 1** <br> **Attn: Administrative Services** <br> **Mail to:** <br> **jennifer.l.johnson2@wv.gov** |
| **Copy of Approved Minutes** | **Within thirty (30) days of Board meeting** <br> **Attn: Library Development** <br> **Mail to: susan.p.hoskins@wv.gov** |
| **Copy of Annual Audit Report** | **Within thirty (30) days of receipt from Auditor** <br> **Attn: Administrative Services** <br> **Mail to:** <br> **jennifer.l.johnson2@wv.gov** |

| Required Reporting – SERVICE CENTER | WVLC Due Date Submit to: |
|---|---|
| **Service Plan for Affiliate Support** <br> Plan is based on formal service center/affiliate agreement | **July 1** <br> **Attn: Administrative Services** <br> **Mail to:** <br> **jennifer.l.johnson2@wv.gov** |
| **Affiliate Evaluations** <br> Must include collections, fiscal management and operations | **December 31** <br> Per schedule devised by WVLC <br> **Attn: Library Development** <br> **Mail to: susan.p.hoskins@wv.gov** |